

**CLASS TITLE: CHIEF OF PROGRAM DEVELOPMENT,
CONTRACTS AND STANDARDS
(DCYF)**

Class Code: 02823900

Pay Grade: 41A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the development and implementation of a complete, comprehensive and integrated statewide community based residential and non-residential service system for children and families requiring these services; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Executive Director with wide latitude for the exercise of independent initiative and judgement; work is reviewed through conferences and submittal of reports for compliance with policy, provisions of law, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, coordinates directs and reviews the work of technical and clerical workers.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the development and implementation of a complete, comprehensive and integrated statewide community based residential and non-residential service system for children and families requiring these services.

To be responsible for the development of programs and contract negotiations with service providers with a focus on enhancing the Department's existing relationship with these providers.

To coordinate the implementation of necessary programs with other state departments and agencies and municipal, federal and private agencies concerned with, and providing services for children.

To review requests from community agencies for services and to develop and implement programs to fill appropriate requests.

To provide resources which will be properly developed and regulated.

To be responsible for expanding independent living initiatives.

To be responsible for the planning activities associated with Federal initiatives.

To perform or otherwise direct evaluate processes for determining results of agency programs to establish the extent of attainment of program objectives.

To be responsible for developing and maintaining a quality control function which reviews the service provision and quality of same in relation to client needs.

To develop and recommend strategies and alternatives for the provision of departmental services pursuant to goals and objectives.

To review and approve or disapprove proposals for new program development.

To recommend grants to communities and private non-profit propriety agencies toward the establishment of new programs.

To review federal and state legislation as it pertains to residential and non-residential programs.

To collaborate in future planning to address unmet needs and to meet requirements of pending litigation and applicable rules and regulations.

To develop and implement a technical assistance program to assist public providers of service and parents and/or guardians in their attempts to meet the needs of children.

To be responsible for the preparation of the annual budget required to carry out planned programs.

To recruit and develop new service providers through requests for proposals or other means in order to encourage new ideas and progressive program development.

To attend conferences and workshops as necessary to keep abreast of current trends and service modalities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of social, rehabilitation and residential programming as pertaining to children with a specialized knowledge in the area of community based services; the ability to apply such knowledge in the development and implementation of a comprehensive and integrated statewide community based service system; a thorough knowledge of federal and state legislation pertaining to community services for the children; the ability to work with public officials, professional personnel and the public to maintain an effective public relations program in order to gain community cooperation and acceptance of new programs; the ability to plan, direct, coordinate, and supervise a professional staff in the implementation of the service system; a thorough knowledge of the principles, practices and techniques of developing and administering a complete service system; the ability to develop and effectively administer a budget of both federal and state monies; the ability to assist in the development of policies, procedures, rules and regulations to be used in monitoring and evaluating the community based services system; the ability to provide technical assistance to prospective providers of service; a thorough knowledge of state procedures and practices regarding contracting, purchase of services and capital expenditures; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Public Administration; Social Work; Community Planning; or a closely related field; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative and/or supervisory position involving the maintenance of community based children service systems.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: March 20, 1994

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